

BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW LIMITED REVIEW

The Building Permit with Site Plan and Architectural Review is responsible for processing all new commercial, industrial, and residential projects.

What is a Building Permit with Site Plan and Architectural Review Limited Review?

The Building Permit with Site Plan and Architectural Review Limited Review process pertains to certain types of projects, which are normally required to go through a Minor Review process for review and approval. The Limited Review is done in a **twelve business day review cycle**. In the case for new homes located in standard zoning districts in the flatlands, there will be a second plan check cycle of one week. Below is a list of projects that may qualify for the review procedure:

Which projects qualify for Building Permit with Site Plan and Architectural Review Limited Review?

Prior to filing for a Building Permit with Site Plan and Architectural Review Limited Review, it is important to discuss the project with the Development Services staff to determine if your project qualifies for the Limited Review. The following types of projects may be processed through the Limited Review:

- 1. Substantial exterior modifications for industrial and commercial buildings such as “face-lifts”, new porches, canopies, and entry features.**
- 2. Minor exterior additions to industrial and commercial buildings or interior additions such as new mezzanines and second floors, which increases the floor area ratio of the building.**
- 3. Single story additions in the hillside district, planned district and Measure A or T areas. Substantial rebuilds (50 percent) including all new two-story single family homes.**
- 4. Sales and marketing trailers or modular buildings for new residential projects.**
- 5. Secondary dwelling units.**
- 6. Trash enclosures.**

Please Note: If your project includes civil drawings, involves hazardous materials or requires site improvements such as grading, the project may require submittal through the Building Permit with Site Plan and Architectural Review minor review process.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

What will be required to process a Building Permit with Site Plan and Architectural Review Limited Review?

After initially discussing your project with the Development Services staff to determine if the project qualifies for a Limited Review, staff will check those items listed below which are to be submitted for the review. **Please carefully review the list of required material and bring them with you upon project submittal.**

■ 1. A completed application forms including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II: Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

■ 2. A completed building permits application.

■ 3. A completed Hazardous Material Disclosure Statement (Commercial/Industrial only).

■ 4. Accurately dimensioned site plan showing:

(a) Property lines.

(b) Location, configuration, and setbacks of all existing buildings and intended uses for buildings and site.

(c) Parking, vehicular circulation areas, and driveways.

(d) Pedestrian ways and recreation areas.

(e) Easements on the property.

(f) Adjacent street rights-of-way.

- ☐ Two copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.
 - Complete working drawings (drawn to scale), including site plan, floor plans, exterior building elevations, building sections, framing plans, structural and architectural details.
 - ☐ Landscape plans denoting size, spacing, and botanical designation of all proposed landscape material (including street trees); design details for such landscape features as walls or fences, lighting and bollards; and complete irrigation system details.
 - ☐ Grading plan is required if grading more than 100 cubic yards of soil.
1. Engineering plan is required if new or modified street, curb or gutters are proposed.
 2. Fire Department approval is required for deep lots that have structures that are more than 150 feet from the public right-of-way, or for flag lots that have access of less than 20 feet in.
 3. Finish color and materials for all modified architectural elements must be identified on the elevations and be compatible with the existing building.
 4. Complete the Impervious Surface Area Calculation Sheet.
 5. Stormwater Management Plan.
 6. Single-Family Home Sustainable Practices & Green Building survey.

Required sets of plans:

- (1) **Six sets** of full-sized plans with complete working drawings (rolled). Additional plans sets may be required based on the number of departments required to review the project. Full sized plans should be no larger than 30" x 42".
- (2) Two sets of the following checked items (wet signed by the professional who prepared the material):
 - ☐ Lateral and vertical force calculations.
 - ☐ Specifications.

- ☐ Energy calculations on State Forms for residential and/or non-residential buildings.

What is the cost of a Building Permit with Site Plan and Architectural Review Limited Review? What other fees might be associated with my project?

1. An **\$1800 deposit fee** is payable at the time of application submittal.
2. All standard building permit application fees for a project of your scope.
3. **Development Impact Fees for Commercial and Industrial Buildings**

Development Impact Fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact Fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection fees.

4. **Development Impact Fees for Residential Developments**

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential units are subject to Park Facilities and Park Dedication In-Lieu fees.

How can I get additional information?

For further information on Development Impact Fees, please refer to the Development Impact Fee Fact Sheet/Fee Schedule available in the Development Services Center or speak with a Development Services staff member. If you would like to make an appointment to submit a project, please call (510) 494-4443.

Information sheet furnished by: _____ Phone: (510) 494-_____

Proposal: _____

_____ Date: _____